

GENERAL REPORTING INSTRUCTIONS

REPORT WRITING - Reports shall be as comprehensive as possible so that a person without previous knowledge of the incident can completely understand it. All report narratives shall be written in the **first** person and shall **generally** be typed. When writing report narratives, the employee shall type in **lower case** letters, capitalizing **only** when necessary. The report shall be typed using single line-spacing only, however one space may be left between paragraphs.

Exception: When it is not possible to type, print in upper-case letters, using **black** ballpoint pen or **No. 2** pencil.

- * Use simple sentences;
- * Leave a one-line separation between paragraphs;
- * Report all relevant facts concisely in chronological order;
- * Support any opinions with evidence;
- * Double check all numbers, incl. INC Nos., DR Nos., and page Nos. on each page of the report as required; and,
- * Obtain all required signatures.

REPORT NARRATIVES. The narrative portion for all types of investigations shall be documented within each of the report heading categories as appropriate and in the order as listed below. All headings shall be typed or written in uppercase block letters and underlined. If no pertinent information exists for a particular heading, document the reason (i.e. "None visible," etc). All reporting narratives shall be written in the first person.

Exceptions: Certain headings may be omitted if not applicable to the type of investigation being documented. If the report qualifies as a Short-Form investigation, no headings or narrative shall be required with the exception of a detailed list of property stolen, lost, recovered, or damaged using the columns provided.

Note. The information included under each heading is not all-inclusive. Any information, which would further clarify or detail the circumstances surrounding the case, may be added. Except for the purpose of clarity, information already contained in other areas of the report does not need to be duplicated or re-stated.

When documenting the statement of an officer's investigative actions (see Investigative Action Statements), it is not necessary to re-write everything contained within the statement. Any information elemental to the crime and/or arrest shall be briefly paraphrased with a reference indicating the statement in which the detailed information can be found.

Example - Officer Smith observed the handgun in the suspect's waistband. (See statement of Ofcr Smith, page 3.)

Officers are reminded that, at the time of arrest, arresting officers must have specific knowledge of all elements of the crime for which the suspect has been arrested. Officers should be able to articulate that knowledge, including how and when it was obtained, and shall document it within the report narrative.

A. Source of Activity.

[This heading shall be included.]

Ensure all pertinent information is included and accurate, including, but not limited to, the officer's unit assignment, name(s) and serial number(s), the type of call (i.e. radio call, citizen flag-down, officer observation, desk report, etc.), and the complete ten-digit incident number.

B. Investigation.

[This heading shall be included.]

All elements of the crime or incident shall be thoroughly described. Include all observations, clearly articulating the actions, demeanor, and/or behavior and statements of all involved participants. Circumstances regarding search and seizure shall be clearly articulated. The investigation section shall be used to build the fact pattern and document the investigating officer's specific training and experience in support of any determinations made and actions taken by the officer(s). Ensure the elements of probable cause described in this section are consistent with the elements described within the "Statement of Probable Cause" section of the Probable Cause Determination (PCD), if applicable.

C. Arrest.

[Heading may be omitted if not applicable.]

All events, from the time of arrest to the booking process, shall be chronologically documented, including the Miranda Admonition and any subsequent responses, transportation, and the results of any criminal history, DMV, and want or warrant inquiries, etc. Any concerns or information pertinent to the investigation brought to the attention of the watch commander during the pre-booking interview shall also be documented within this section.

D. Injury/Medical Treatment.

[This heading shall be included.]

Document any pre-existing injuries, injuries sustained during the incident, and any injuries sustained resulting from an arrest or use of force. Document any lack of injuries if reporting a "Crime Against Person" and/or use of force. Document the location of treatment and treatment provided.

Include the name of the doctor and the medical record number. If medical information release forms are signed, document the information under this heading and attach a copy to the report. If the arrestee refuses to sign a medical information release form, document the refusal and the names of any medical personnel who witnessed the refusal.

Due to confidentiality issues, when someone is given medical treatment for a specific medical illness (AIDS, high blood pressure, tuberculosis, etc.), not related to the arrest/crime, the illness shall not be documented in the report unless it is an element of the crime (i.e. 647f P.C., 120291 H&S, etc.).

Note: Injuries include those which are visible and "complained of," even though not visible. If no injuries or complaints of injuries, write "None," or "No Injuries Complained Of."

E. Photographs.

[This heading shall be included.]

Document any photographs taken of the scene, search warrant locations, and injuries (visible, complained of, or lack of). Document the type (Polaroid, digital, 35mm) and number of photographs taken, or the number of 35mm rolls of film used, the SID request number, and the name of the employee who took the photographs. If no photographs were taken, indicate the reason for not taking photographs or indicate as "Not Applicable."

F. Booking.

[Heading may be omitted if not applicable.]

Document the location where the arrestee was booked, the related booking charge (title and appropriate Code section), as well as the name and serial number of the watch commander who approved the booking. Include all pertinent information from events that occurred at the station during the booking process before the jailer accepted the arrestee. If the arrestee was debriefed, document who conducted the debriefing and where the information was documented, if not within the body of the narrative.

G. Evidence.

[This heading shall be included.]

Fully describe the chain of custody of any evidence recovered, the location where the evidence was booked, and how it was marked. Each item should be numbered and correspond with items listed in the related Property Report, Form 10.01. Generally, the associated Property Report should only be a listing of the above evidence which is to be booked. Ensure a Receipt for Property Taken into Custody, Form 10.10, and/or Weapons Confiscation Receipt, Form 10.10.1, is completed and provided to the appropriate party, and the

appropriate check box is marked on the face sheet of the report.

H. Additional.

[Heading may be omitted if not applicable.]

Any other pertinent information that has not been previously documented (i.e. location of parked vehicles, additional charges, notification of other entities, etc.) should be documented in this section.

I. Collision Summary.

[Heading may be omitted if not applicable.]

If a Traffic Collision Report (CHP 555) has been completed, the information documented within this section shall be written exactly as it appears in the "Collision Summary" section of the Traffic Collision Report.

Note. Traffic Collision Report narrative instructions are located in the Department Traffic Manual.

J. Court Information.

[This heading shall be included.]

For the purpose of streamlining the subpoena process, limiting the reduction of personnel in the field, and enhancing the quality of criminal cases, list the names of all officers involved in the investigation, the specific portions of the investigation each officer can testify to, any specialized expertise, the officer's division of assignment, and the officer's vacation period.

STATEMENTS.

A. Investigative Action Statements. When completing a statement of the officer's investigative actions, the officer shall complete only the shaded areas and the statement section of the Investigative Action/Statement Form, Form 3.11.20. The officer's statement shall be a detailed description of the officer's actions and observations including the source of the call, the officer's **individual** observations, and the officer's **individual** actions. If additional space is needed, a Continuation Sheet, Form 15.09, shall be used.

B. Statements of Involved Persons. There is no requirement that the Investigative Action/Statement Form, Form 3.11.20, be utilized in every investigation for documenting the statements of involved persons, except murder investigations, or when the signature of the person interviewed is being sought.

Should the suspect make spontaneous statements, the statements shall be included under the appropriate heading within the narrative portion of the report.

If the suspect has been advised of his/her Miranda Rights, per LAPD Form 15.03, Field Officer's Notebook, the Miranda Admonition and any

response to the Admonition shall be documented in any resulting report (Manual Section 4/202.10).

If only minimal information is sought, the Miranda Admonition (verbatim) and resulting statements may be documented in the narrative. If, however, a more detailed statement is sought, the Investigative Action/Statement Form should be utilized to document the statements obtained. Only statements not included on the Investigative Action/Statement Form need to be documented within the narrative portion of the report.

Note: When a suspect is arrested and a statement is obtained, the page number where the statement is recorded shall be noted on the arrest face sheet in the space provided.

If the signature of the individual providing the statement is sought, the statement should be written in the first person. If no signature is sought, the statement should be written in the third person. In all cases, the interviewing officer shall be responsible for documenting the statement(s) of the individual being interviewed.

The original completed Investigative Action/Statement Form shall be included as a page of the original report.

Exception: Debriefing of suspects for intelligence purposes (not related to the investigation) shall be documented on a separate Investigative Action/Statement Form. The debriefing statement shall be forwarded to the Area Detectives and shall not be included as a page of the original report.

Note: The Investigative Action/Statement Form is not always appropriate and its use should be determined on a case-by-case basis by the investigating officer and/or supervisor.

Refer to Department Manual Section 5/3.11.20 for further information regarding the use of statements.

REPORTS REQUIRED. A crime report shall be completed when it is brought to police attention that, within the City of LA, a felony has been or is believed to have been committed, or a misdemeanor has been committed.

Exception: a crime report is not required when:

- * No victim is indicated; or,
- * An officer acting as a decoy is the victim of a theft and the suspect is arrested; or,
- * Arson is suspected and the Fire Department assumes responsibility for the immediate investigation.

Note: The Combined Report Section on the Arrest Report, Form 5.2, may be used in lieu of a separate IR as per instructions on the Arrest Report Field Notebook Divider.

COURTESY REPORTS. Courtesy reports shall only be taken when the following conditions exist:

- * The Person Reporting is an LA City resident; and,
- * Exigent circumstances exist (e.g., there is an active mutual aid task force in operation; travel distance to the concerned jurisdiction is extreme); and,
- * The concerned jurisdiction does not complete a telephonic report; and,
- * Prior approval is obtained from a supervisor or a detective.

Note: Courtesy reports shall not be taken telephonically.

TELEPHONIC REPORTING. The following crimes may be reported telephonically when no unusual circumstances exist which require a field investigation:

- * Stolen vehicle when the Person Reporting (PR) is the Registered Owner or lessee, and the reporting officer has verified registration, ownership, and ID of PR through DMV files.
Note: Stolen vehicle reports shall not be taken telephonically for rented vehicles.
- * B/TFV or Plain Theft, when property is less than \$3000 and PR is the owner.
- * Grand Theft-Pickpocket, when suspect is not at the scene, there is no possibility of locating the suspect by a limited follow-up investigation by field personnel, AND the property is less than \$3000.
- * Battery, when not likely to recur and no immediate MT required.
- * Lewd/Annoying Phone Call, when PR is in no immediate danger.
- * Any misdemeanor reportable on an IR when the offense is not directly related to a labor dispute and has no racial, ethnic, or religious connections.
- * Stolen Bicycle, when bike report is the only report required.

Note: A PR who requests a receipt shall be advised that a Victim's Report Memo may be obtained at the station where the report was taken.

REPORT UNITS. Report Units shall be requested when practical for report calls at contract hospitals, and for ADW or 211 report calls after determination that a report only is required **and a Report Unit is available.** The assigned Radio Unit shall cause any required initial broadcast to be made.

Radio Units shall not request a Report Unit if the suspect is apprehended, or the 211 victim is a bank, or it is impractical for the victim to remain at the scene.

SUBMITTING REPORTS FOR APPROVAL. Robbery, kidnap, and rape reports shall be delivered without delay to the approving supervisor. An officer completing a vehicle report shall immediately obtain a DR and shall submit the report for approval at EOW or at the next routine trip to the station. Other reports shall be submitted to a supervisor for approval as soon as practicable.

CONDUCTING THE INVESTIGATION. After initial deployment procedures, officers should work as partners during initial investigations and compare notes to be sure that all the facts have been gathered.

- * Notify the investigating unit without delay if there is a need for an immediate major crime investigation. Start a Crime Scene Log if appropriate;
- * Protect the scene (e.g., Banner tape) - locate items that could ID suspects or show how the crime was committed;
- * Locate and identify witnesses, request them to remain for questioning, and question them separately;
- * Establish the elements of the crime and other details relating to who, what, when, where, why, and how; and,
- * Complete the necessary reports.

If an investigative or specialized unit takes over at the scene, the unit thus relieved shall then:

- * Give the investigating unit all pertinent evidence & info;
- * Prepare an Investigative Action/Statement Form and provide it to the primary unit, if required;
- * Assist where necessary or requested;
- * Assist preparing appropriate reports for continuity of evidence or to assure complete and accurate reporting;
- * Make DFAR entries relating to disposition of call and ID of investigating unit relieving them; and,
- * Return to their prior assignment when no further assistance is required.

ID OF SUSPECTS IN FIELD. If field ID of a suspect is necessary to determine if the suspect is the perpetrator, the victim or witness should be transported to the suspect. A suspect may be transported to a victim or witness for ID when:

- * Exigent circumstances exist that make it unreasonable for the victim or witness to be transported to the suspect; or,
- * Probable cause exists to arrest the suspect for the offense; or,
- * The officer obtains the free & voluntary consent of suspect.

An officer who intends to conduct a field show-up shall inform the victim or witness that:

- * The person is in temporary custody as a possible suspect only;
- * The fact the person is in police custody does not indicate his/her guilt or innocence; and,
- * The purpose of the show-up is to either eliminate or identify the person as the perpetrator.

The above admonition shall be included in the arrest report under the "Investigation" heading.

OUTSIDE AGENCIES RESPONSIBILITY. LAUSD, Port Warden, and the Los Angeles County Sheriff's Department (LASD) normally conduct the initial investigation of crimes occurring on their property, except complex felonies, crimes of violence involving use of a weapon, or property loss in excess of \$1000 (\$10,000 if Port Warden). MTA conveyances shall not be delayed unnecessarily to investigate an incident.

INTERVIEWS.

Student under 18 on school grounds - request detective. If none available and immediate investigation is necessary, explain the reason to the principal or vice principal and request permission to question the student at school or to take student from school for the purpose of questioning or arrest.

Female under 18 on sex matter - shall be conducted by female police officer when practicable.

PHOTOS.

Victim of reported Battery. If there are injuries that should be photographed, issue Victim's Memo and advise the victim to contact Photo Section, SID, to make an Appointment. Enter "Photos Advised" in narrative.

Female injury. If clothes are removed, another adult female shall be present. Enter that person's name and address in the report.

Wife Beating. The reporting officer shall have photos of any injury taken by SID. If Photo Section is not open, notify the Department Command Post.

NOTIFICATIONS

- * **Abortions** - RHD
- * **Bank 211** - Geographic detectives and RHD
- * **Bomb threat at school**, if investigation reveals explosives may be present - SID, MCD, and DSD.
- * **Counterfeiting** - CCD.
- * **Dead Body** - Geographic detectives.
- * **Deadly weapon injury**, if the wanted suspect possibly has an injury inflicted by a deadly weapon, or a person has been treated at a medical facility for an injury possibly inflicted by a deadly weapon, in addition to any other notification, phone to DSD the:
 - * Name/description of wounded person, if known.
 - * Description of injury and type weapon used.
 - * Crime involved if known.
 - * Date, time, and location injury occurred.
 - * Description of wounded person's vehicle if known.
 - * DR of report.
 - * Reporting officer's name, serial no., and division.
 - * Name, address, and bus. phone of person treating injury.
- * **Espionage/Sabotage activity** - MCD (Terrorist & CCS).
- * **Extortion, depending on circumstances** - MCD, RHD, CCD, or geographic detectives (4/201.90).
- * **Explosives present** - SID and DSD
- * **Hijack** - RHD
- * **Immediate investigation required** - Concerned investigative unit. If unavailable, DSD for advice, then Department Command Post, if required.
- * **Intelligence information** - MCD (Organized Crime Section) if connected with organized crime. ATD if connected with:
 - * Unlawful disruption of public order by civil disobedience.
 - * Unlawful overthrow of constituted government.
 - * Threat to safety of US President or others under protection of US Secret Service.

- * Threat to safety of any elected or appointed official or other person of public prominence.
- * **Narcotics stolen** - Area GIT/Field Enforcement Section.
- * **Property loss more than \$5000** - Concerned investigative unit. If unavailable, and loss more than \$50,000, notify DSD.
- * **Safe involved** - Geographic detectives and CCD.
(Filing cabinets or fire chests are not considered safes even though equipped with combination locks.)
- * **Scientific investigation required** - (Notify by phone. Notify by radio only if immediate investigation required and phone not available.)
- * **OVb** - Valley SID specific unit. If not available and request is for routine prints or photos - Van Nuys Desk. If not a routine request, notify SID or the Department Command Post, in that order.
- * **Harbor** - Harbor Detectives or Harbor Desk in that order.
- * **Other Areas** - SID.
Note: A telephonic request shall be made by calling the desired unit directly and providing the DR (except for explosives), unit making request, type of incident, type of assistance, location needed, and other pertinent information.
- * **Threats against public officials** - If City of LA official, notify MCD (CCS). If State official, in addition to completing the appropriate crime report:
 - * Notify MCD;
 - * Telephonically report the threat and surrounding circumstances to the Executive Protection Bureau, State Police, (213) 620-3216 (available 24 hours);
 - * Record date, time, and name of person notified in report; and,
 - * If related to Organized Crime, and urgency exists - reporting officer's field supervisor, and MCD.

* **RFC** - Use related DR. If none, records unit.

Entering On Report. Upon receiving the DR, enter it on the concerned report. When obtaining from VIPU, enter the name and serial number of the issuing employee and time obtained on the report.

INCIDENT NUMBERS. Enter the incident number in the upper right-hand corner of the IR. If multiple incident numbers have been created for the same call, enter the primary incident number to which all reports can be tied.

DR NUMBERS. When a report of any type has been assigned a DR and other reports of related incidents are made, they shall bear the DR of the original report.

Exceptions: Each worthless document, each stolen vehicle, each license plate booked, and each missing person require separate DR numbers. Each burglary requires a separate DR (See Burglary Paragraph for exceptions). Each Vice or Narcotics Investigation requires a separate Vice or Narcotics DR; only a related Vice or Narcotics follow-up shall bear that DR. Only a related Missing Person FU, Arrest, or Property Report shall bear the Missing Person DR.

Location Obtained.

- * **Stolen/Lost vehicle/boat or license plate** - VIPU.
- * **All other incidents** - Area/division records unit.
- * **Vice** - CMRS.
- * **Narcotics** - CLEAR